

JOB DESCRIPTION
City of Hot Springs, Arkansas

TITLE:	Records Clerk
DEPARTMENT:	Police (Clerical)
CLASSIFICATION:	Office Assistant 5
PAY GRADE:	08
FLSA:	Nonexempt

DESCRIPTION OF WORK

General Statement of Duties

Performs responsible clerical and public contact work involving the collection of and accounting for all fines received by the Police Department.

Supervision Received

Works under close to general supervision of an administrative superior.

Supervision Exercised

None

ESSENTIAL DUTIES & RESPONSIBILITIES

(Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Maintains system of accounts requiring decisions of an elementary bookkeeping nature; counts, records and files all traffic summons; collects monies and issues receipts; enters all citations into computer and creates daily court docket for municipal judge, monitoring number of cases set for each day; maintains various records and prepares related reports; sets up payment plans for court fines; collects parking fines and prepares daily report of monies collected; issues and audits officers' ticket books; responds to telephone inquiries by furnishing requested information or referring to appropriate individual or department; enters information to and retrieves information from computer system; receives, accounts for and distributes all monies received from the sheriff's office; performs related work as required.

QUALIFICATIONS

Knowledge, Skills & Abilities

Considerable knowledge of modern office procedures, practices and equipment; working knowledge of computer programs and operation; working knowledge of effective customer service practices; ability to make computations and tabulations with speed and accuracy; ability to prepare and maintain records and to prepare reports; ability to provide high quality customer service to a diverse public; ability to handle money and make change; ability to input data to and retrieve data from computer system; ability to understand and follow verbal and written instructions; ability to establish and maintain effective working relationships; ability to exercise initiative and independent judgment in relatively routine matters.

Education

High school graduation or equivalent, including or supplemented by courses in general clerical subjects.

Experience

At least three years in general office and clerical work including bookkeeping, data entry and public contact.

Substitution

Any equivalent combination of education and experience.

Special Requirements

Submit to a polygraph test (for anyone selected from outside the Police Department).

PHYSICAL DEMANDS

(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Frequently stands, walks, talks and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs or balances; specific vision requirements include close, color, distance, peripheral, depth perception and the ability to adjust focus; occasionally required to lift up to 25 pounds.

WORK ENVIRONMENT

(The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is usually moderate; exposed to fumes or airborne particles.

DATE

January 1989; Revised February 1993; Reviewed January 1997;
Reviewed/Reclassified July 1998; Revised April 2000 (Job Audit)
January 2007; Updated September 2011